

Iowa Cigarette/Tobacco PACT Act File Upload Procedures for Excel 2002 Version 1, May 2011

General Overview

- Enter your Iowa PACT Act data in the “Detail” and “Header” tabs in Excel spreadsheet IA PACT Act Report v1.xls.
- Save the “Detail” and “Header” tabs as tab delimited text files with extensions of .dtl and .hdr respectively.
- Upload the “Detail” and “Header” text files to the Iowa Secure File Exchange Web site.



Microsoft Excel - IA PACT Act Report v1.xls

File Edit View Insert Format Tools Data SAS Window Help

New... Ctrl+N
Open... Ctrl+O
Close
Save Ctrl+S
Save As...
Save as Web Page...
Save Workspace...

Epd Review...

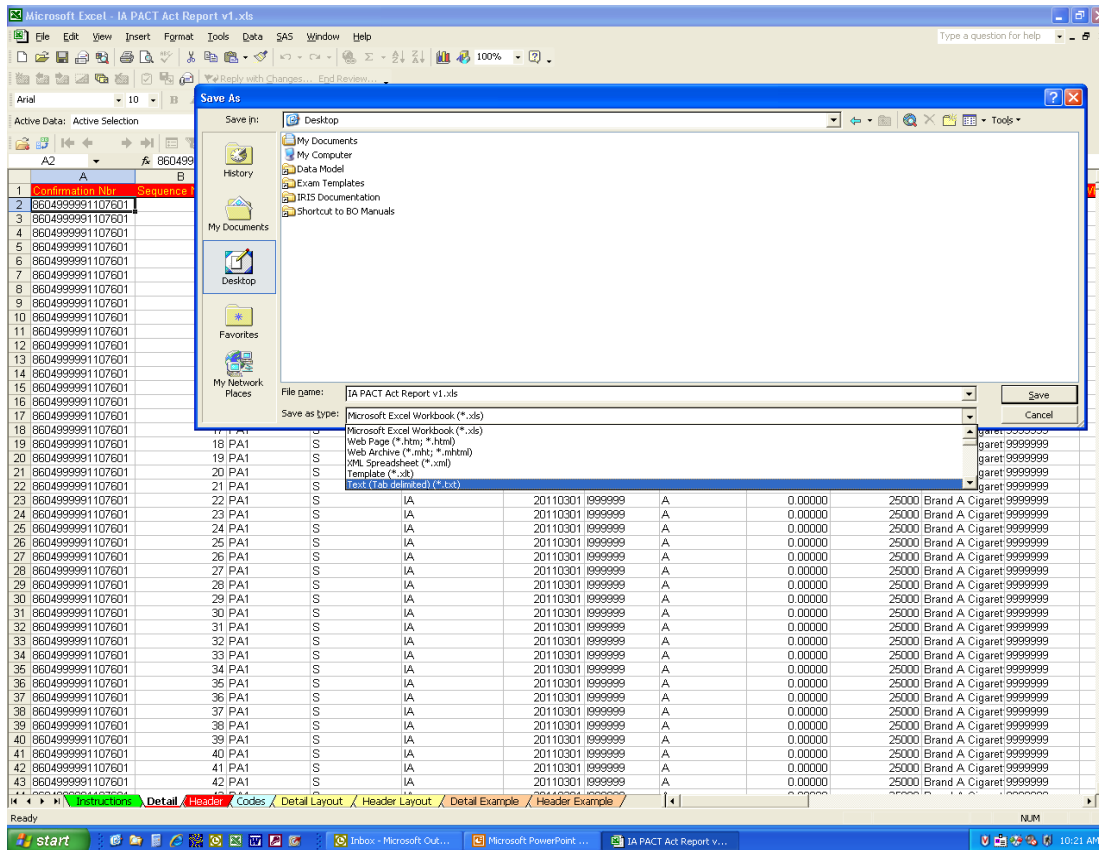
\$ % , ' & # 100% [] .

Reports SAS Favorites

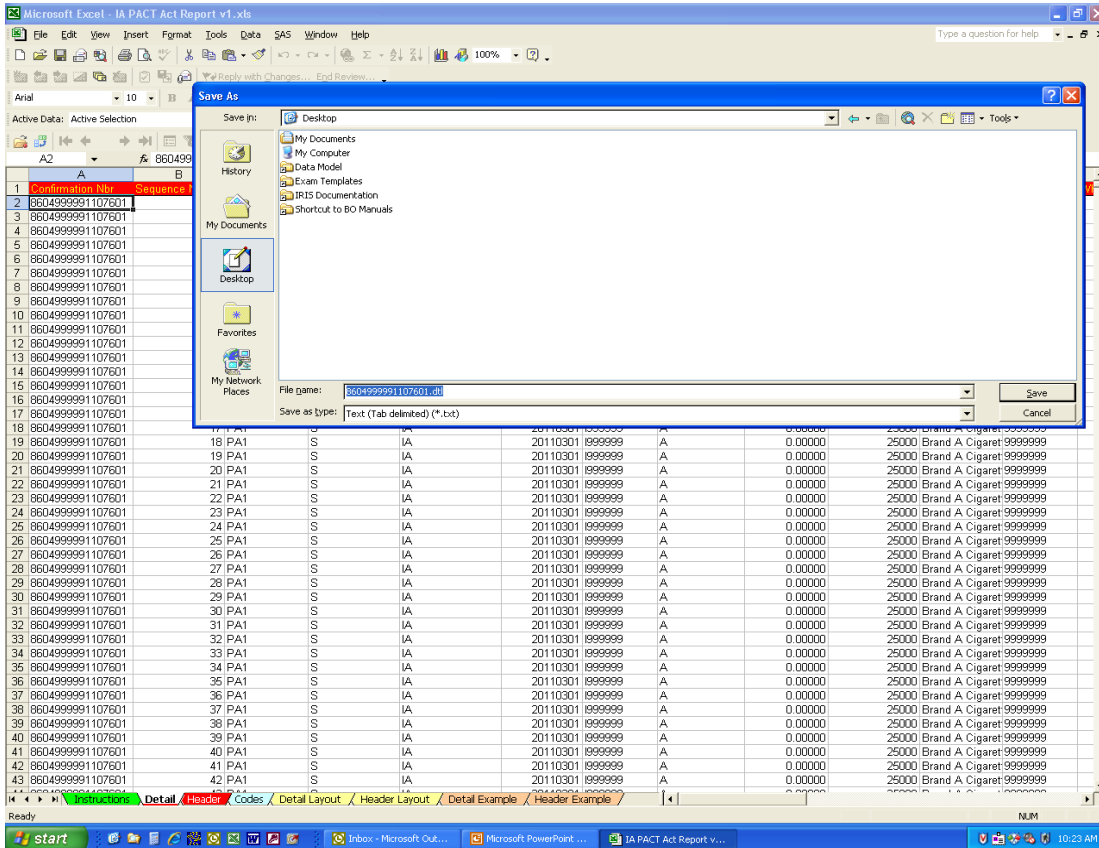
D	E	F	G	H	I	J	K	L	M
Schedule Type	Sales Info State	Invoice Date	Invoice Nbr	Product Type	Total Weight	Quantity	Brand Name	UPC	Alt
1	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
2	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
3	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
4	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
5	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
6	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
7	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
8	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
9	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
10	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
11	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
12	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
13	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
14	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
15	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
16	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
17	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
18	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
19	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
20	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
21	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
22	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
23	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
24	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
25	IA	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
26	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
27	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
28	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
29	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
30	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
31	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
32	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
33	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
34	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
35	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
36	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
37	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
38	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
39	PA1	20110301	8999999	A	0.00000	25000	Brand A Cigarette	9999999	
40	PA1	20110301	899						

- Open the “IA PACT Act Report v1.xls” spreadsheet.
- Click on the *Detail* tab and enter your data.
- Click *File, Save As*.

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- Select the location you wish to save the file, like the C:\ drive.
- Save as file type **Text (TAB delimited)(*.txt)**.



- Name the file your confirmation number and type .dtl as the extension and click Save. Example: *8604999991107601.dtl*.
- Your confirmation number is 16 digits as follows: 1st 9 digits = License Number, next 2 digits = Year, next 3 digits = Julian Date, next 2 digits = filing occurrence.

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Microsoft Excel - IA PACT Act Report v1.xls

File Edit View Insert Format Tools Data SAS Window Help

Active Data: Active Selection

8604999991107601

Confirmation Nbr	Sequence Nbr	Record Type	Schedule Type	Sales Info State	Invoice Date	Invoice Nbr	Product Type	Total Weight	Quantity	Brand Name	UPC
2	1	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
3	2	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
4	3	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
5	4	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
6	5	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
7	6	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
8	7	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
9	8	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
10	9	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
11	10	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
12	11	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
13	12	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
14	13	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
15	14	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
16	15	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
17	16	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
18	17	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
19	18	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
20	19	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
21	20	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
22	21	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
23	22	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
24	23	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
25	24	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
26	25	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
27	26	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
28	27	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
29	28	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
30	29	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
31	30	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
32	31	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
33	32	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
34	33	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
35	34	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
36	35	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
37	36	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
38	37	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
39	38	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
40	39	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
41	40	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
42	41	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	
43	42	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999	

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

Ready

start

Inbox - Microsoft Out...

Microsoft PowerPoint...

IA PACT Act Report v...

NUM

10:26 AM

- A message may appear regarding multiple worksheets, click **OK** to save only the current worksheet (the Detail worksheet).

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Microsoft Excel - 8604999991107601.dtl

File Edit View Insert Format Tools Data SAS Window Help

Active Data: Active Selection

8604999991107601

Confirmation Nbr	Sequence Nbr	Record Type	Schedule Type	Sales Info State	Invoice Date	Invoice Nbr	Product Type	Total Weight	Quantity	Brand Name	UPC	W
2	1	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
3	2	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
4	3	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
5	4	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
6	5	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
7	6	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
8	7	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
9	8	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
10	9	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
11	10	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
12	11	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
13	12	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
14	13	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
15	14	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
16	15	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
17	16	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
18	17	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
19	18	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
20	19	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
21	20	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
22	21	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
23	22	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
24	23	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
25	24	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
26	25	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
27	26	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
28	27	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
29	28	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
30	29	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
31	30	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
32	31	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
33	32	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
34	33	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
35	34	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
36	35	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
37	36	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
38	37	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
39	38	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
40	39	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
41	40	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
42	41	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		
43	42	PA1	S	IA	20110301	999999	A	0.00000	25000	Brand A Cigaret:9999999		

Ready

start

Inbox - Microsoft Out...

Microsoft PowerPoint...

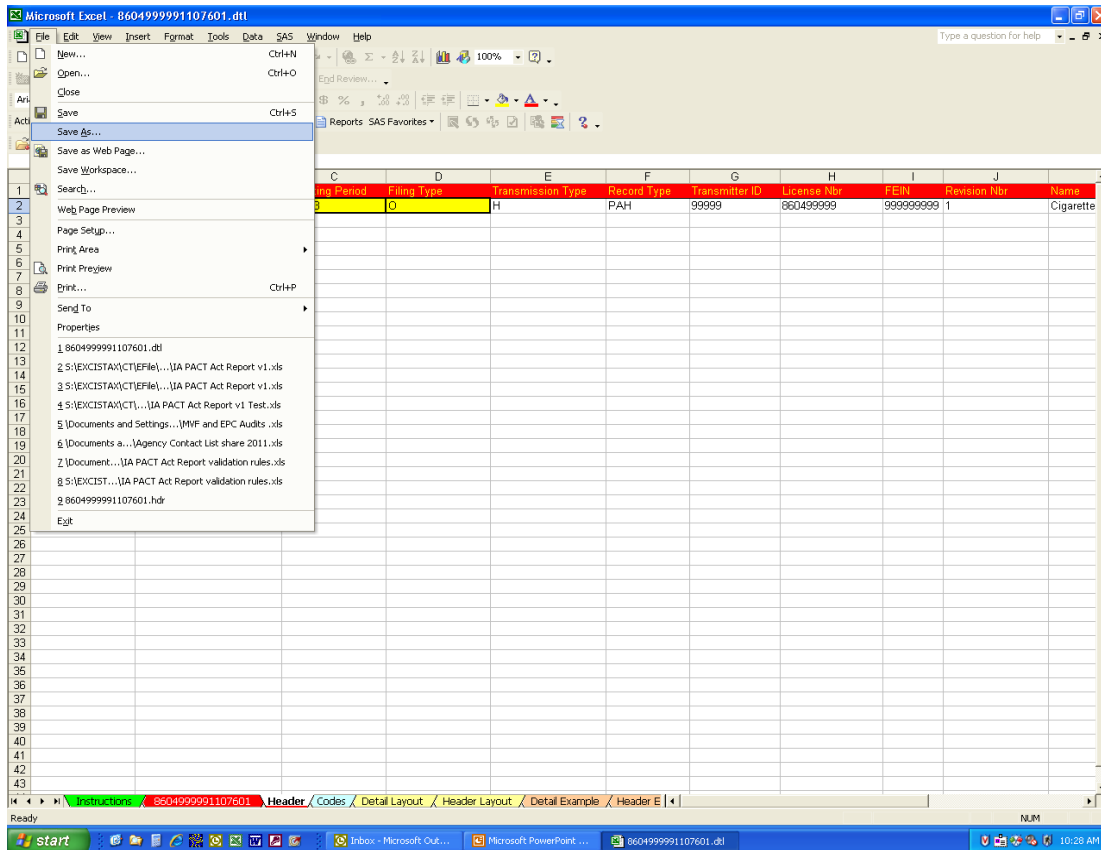
8604999991107601.dtl

NUM

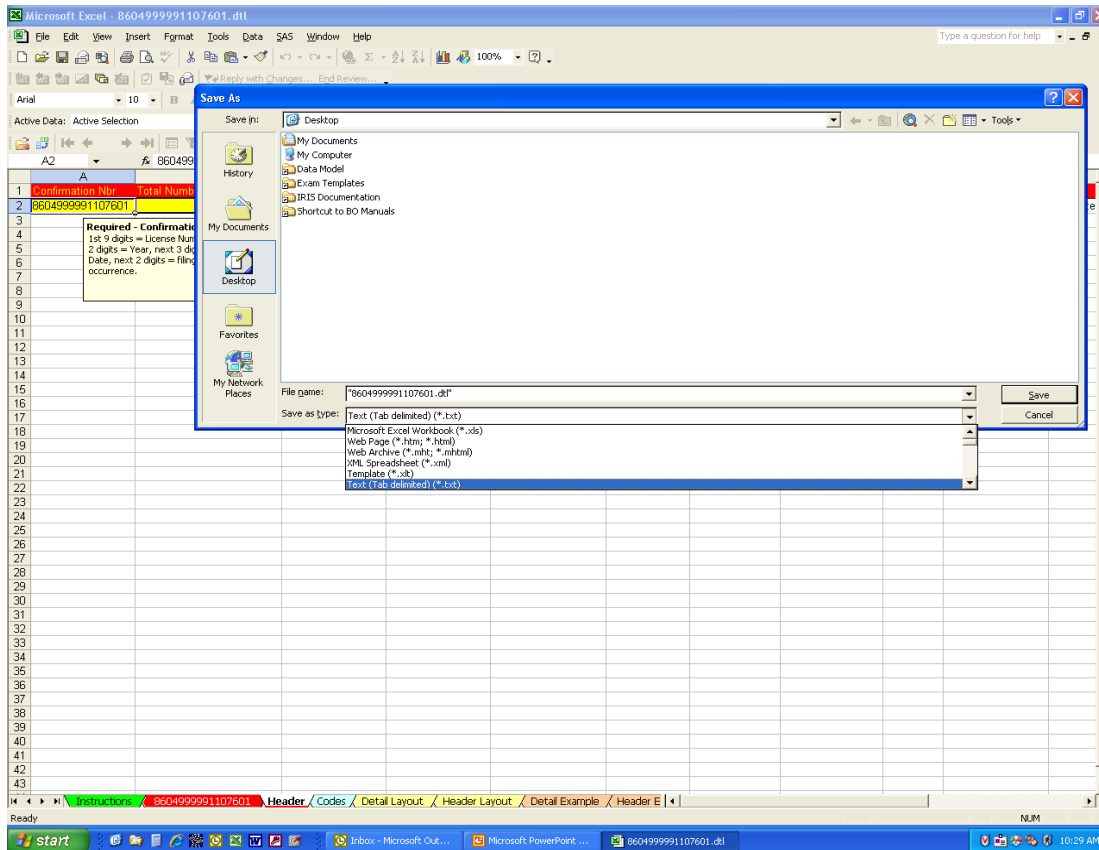
10:27 AM

- A message may appear regarding compatible features of text tab delimited, click **Yes**.

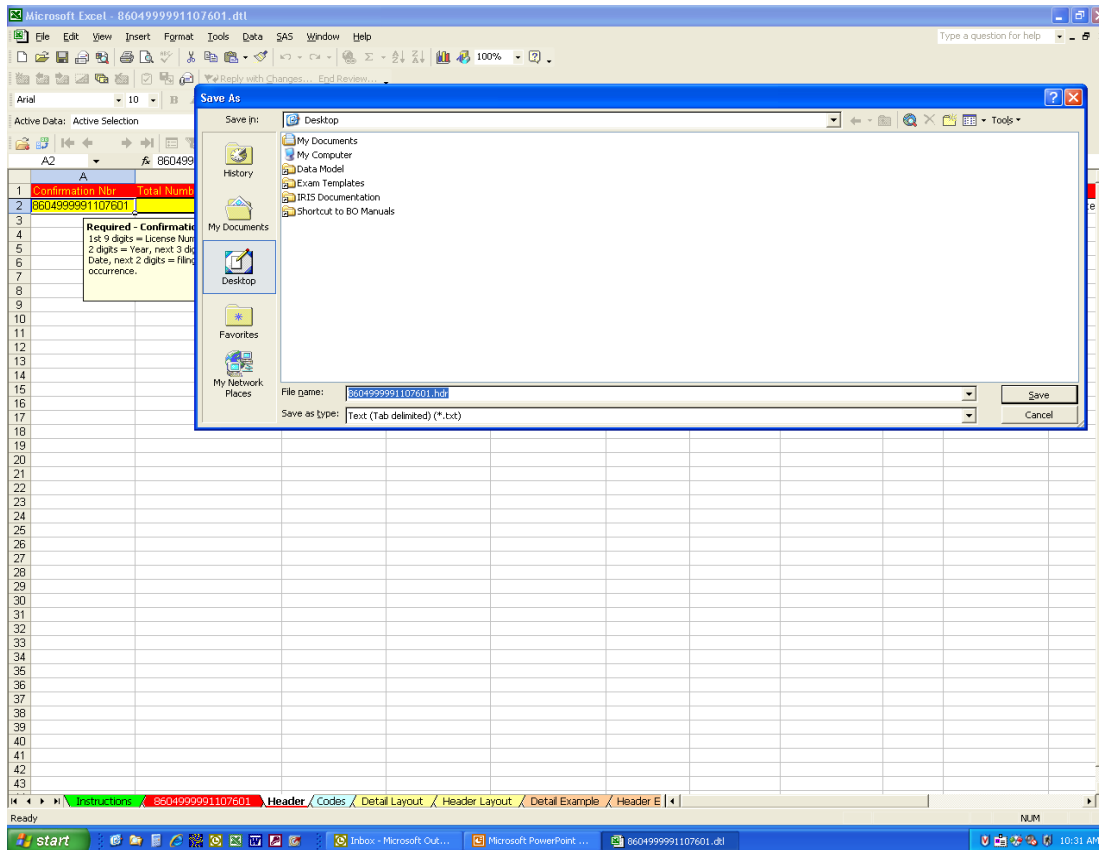
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- Click on the **Header** tab and enter your data.
- Click **File, Save As**.



- Select the location you wish to save the file, like the C:\ drive.
- Save as file type *Text (TAB delimited)(*.txt)*.



- Name the file your confirmation number and type .hdr as the extension and click Save. Example: **8604999991107601.hdr.**
- Your confirmation number is 16 digits as follows: 1st 9 digits = License Number, next 2 digits = Year, next 3 digits = Julian Date, next 2 digits = filing occurrence.

Microsoft Excel - 8604999991107601.dtl

File Edit View Insert Format Tools Data SAS Window Help

Active Data: Active Selection

8604999991107601

Confirmation Nbr	Total Number of Records	Reporting Period	Filing Type	Transmission Type	Record Type	Transmitter ID	License Nbr	FEIN	Revision Nbr	Name
8604999991107601	65635	201103	O	H	PAH	99999	860499999	999999999	1	Cigarette

Required - Confirmation Nbr
1st 9 digits = License Number, next
2 digits = Year, next 3 digits = Julian
Date, next 2 digits = filing
occurrence.

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

Instructions / 8604999991107601 / Header / Codes / Detail Layout / Header Layout / Detail Example / Header E

Ready NUM

start

Inbox - Microsoft Out... Microsoft PowerPoint... 8604999991107601.dtl

10:32 AM

- A message may appear regarding multiple worksheets, click **OK** to save only the current worksheet (the Header worksheet).

Microsoft Excel - 8604999991107601.hdr

File Edit View Insert Format Tools Data SAS Window Help

Active Data: Active Selection

8604999991107601

1	Confirmation Nbr	Total Number of Records	Reporting Period	Filing Type	Transmission Type	Record Type	Transmitter ID	License Nbr	FEIN	Revision Nbr	Name
2	8604999991107601	65635	201103	O	H	PAH	99999	860499999	999999999	1	Cigarette

Required - Confirmation Nbr
1st 9 digits = License Number, next
2 digits = Year, next 3 digits = Julian
Date, next 2 digits = filing
occurrence.

Microsoft Excel

8604999991107601.hdr may contain features that are not compatible with Text (Tab delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help

Instructions 8604999991107601 Header Codes Detail Layout Header Layout Detail Example Header E

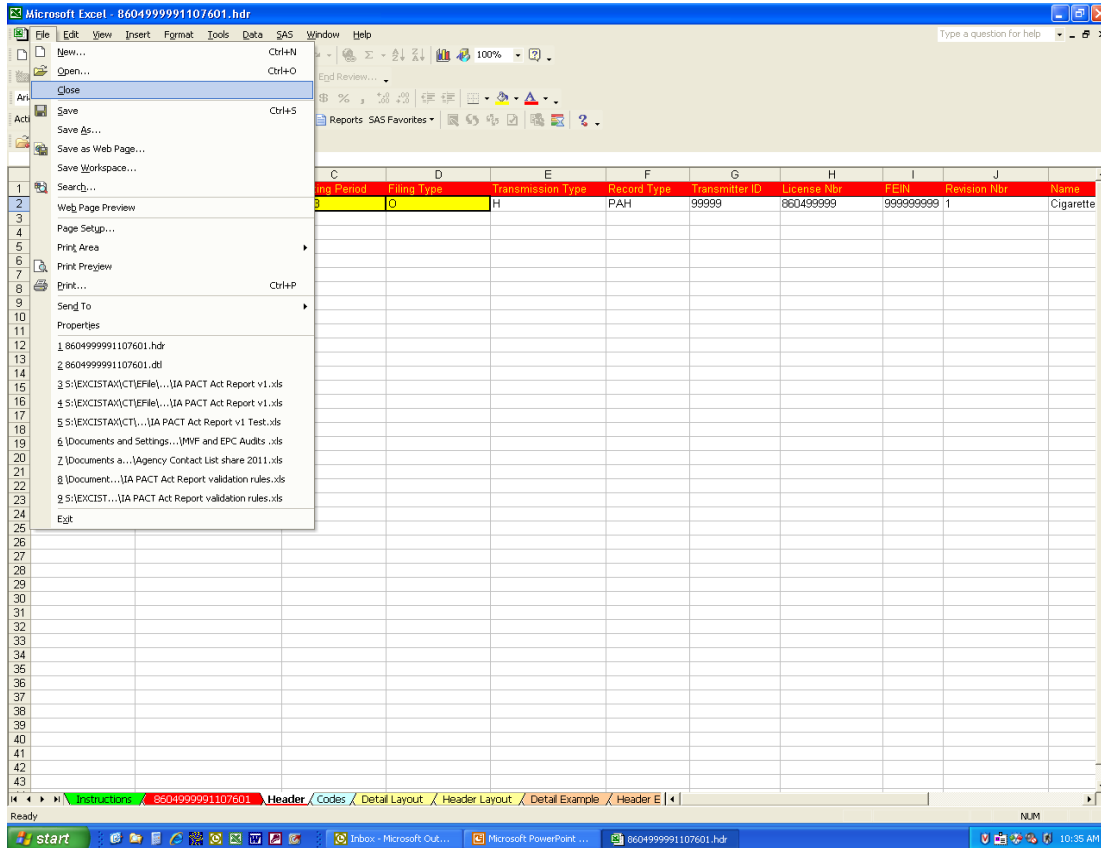
Ready NUM

start

Inbox - Microsoft Out... Microsoft PowerPoint... 8604999991107601.hdr

10:32 AM

- A message may appear regarding compatible features of text tab delimited, click **Yes**.



- Click *File, Close* to close the Excel file.

Microsoft Excel - 8604999991107601.hdr

File Edit View Insert Format Tools Data SAS Window Help

Active Data: Active Selection

8604999991107601

1	Confirmation Nbr	Total Number of Records	Reporting Period	Filing Type	Transmission Type	Record Type	Transmitter ID	License Nbr	FEIN	Revision Nbr	Name
2	8604999991107601	65635	201103	O	H	PAH	99999	860499999	999999999	1	Cigarette

Required - Confirmation Nbr
1st 9 digits = License Number, next
2 digits = Year, next 3 digits = Julian
Date, next 2 digits = filing
occurrence.

Microsoft Excel

Do you want to save the changes you made to '8604999991107601.hdr'?

Yes No Cancel

Instructions / 8604999991107601 / Header / Codes / Detail Layout / Header Layout / Detail Example / Header E

Ready NUM

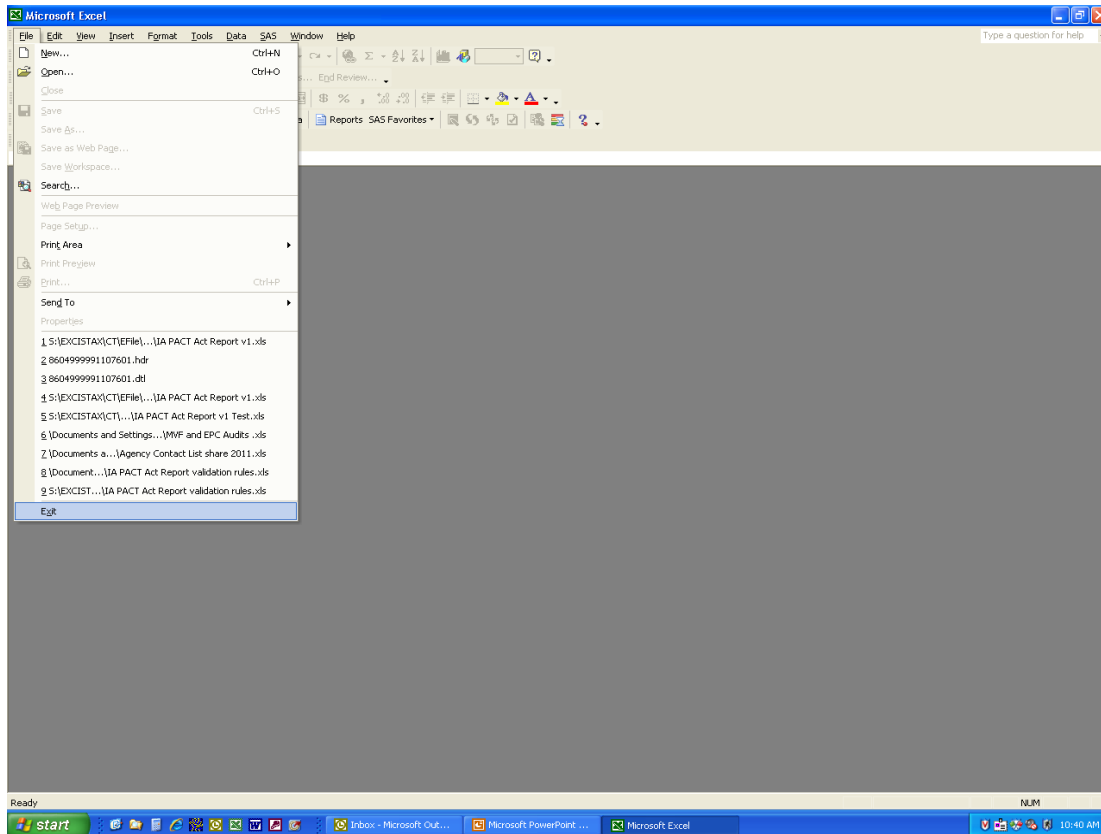
start

Inbox - Microsoft Out... Microsoft PowerPoint... 8604999991107601.hdr

10:37 AM

- A message may appear asking if you want to save the file in the text format with the .hdr format. Click **No**.

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- Click *File, Exit* to close Excel.

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- Log into the Iowa Secure File Exchange Web site using your Internet browser. The Web address is:

<https://web03.idr.iowa.gov/sfe/>

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The screenshot shows a Windows Internet Explorer browser window displaying the login page for the Iowa Department of Revenue's Secure File Exchange. The browser's address bar shows the URL: <https://web03.idr.iowa.gov/SFE/Login.aspx?ReturnUrl=%2f%2fdefault.aspx>. The page features the Iowa Department of Revenue logo at the top. Below the logo is a search bar and a navigation menu with links to eServices, Publications, Research, Contacts, FAQs, Forms, News, and Classes. A status bar indicates "You are not logged in." The main content area is titled "Secure File Exchange" and includes a "Log In" link. The login form contains fields for "Login ID:" (with the value "IAPACT1" entered) and "Password:" (masked with dots). Below these fields is a CAPTCHA image showing the word "tgtmly" in a stylized font. A text box prompts the user to "Enter Code:" with the value "tgtmly" entered. A "Log In" button is located to the right of the CAPTCHA. Below the login form, there is a link for "Forgot Your Password/Login ID?". At the bottom of the page, there is a section for "New to Secure File Exchange Service?" with links to "Create an account" and "About Secure File Exchange". The footer of the page includes links to "State of Iowa", "Subscribe to e-mail news", "Translate", "Privacy Statement", "Taxpayer Rights", "Links", and "PDF Reader". The Windows taskbar at the bottom shows the start button and several open applications, including "Inbox - Micro...", "PACT Act Elect...", "Iowa PACT Act...", "PERSONAL.XLS", "IA PACT Act R...", and "Login Page - W...". The system clock in the bottom right corner shows "11:19 AM".

- Enter Login ID: *IAPACT1*.
- Enter Password: Contact Iowa Department of Revenue at 515-281-6134 or 515-725-0437 for the password.
- Enter Code: This is an added security measure. The code changes with each login. The code in the example screen would be *tgtmly*.

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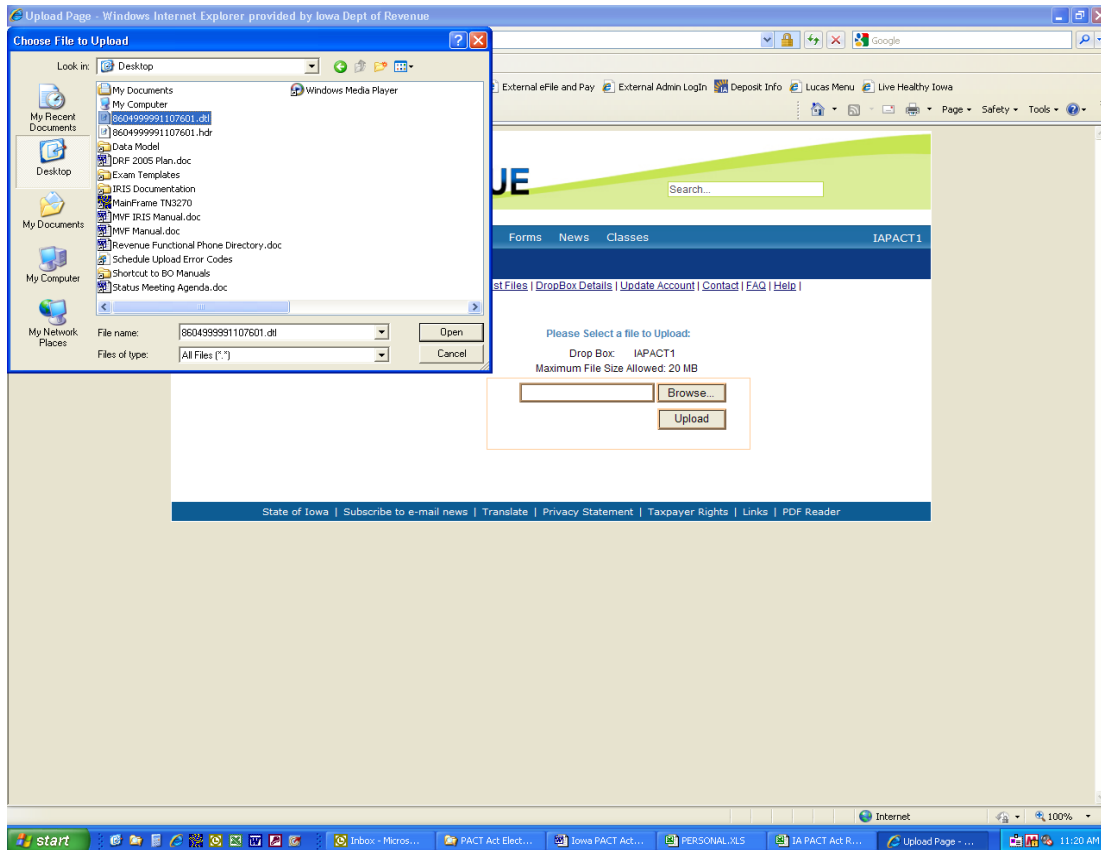
- Click on *Upload File*.

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- Click *Browse*.

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- Choose the detail file by clicking on the filename (extension will be .dtl) and click *Open*.

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- Click *Upload*.

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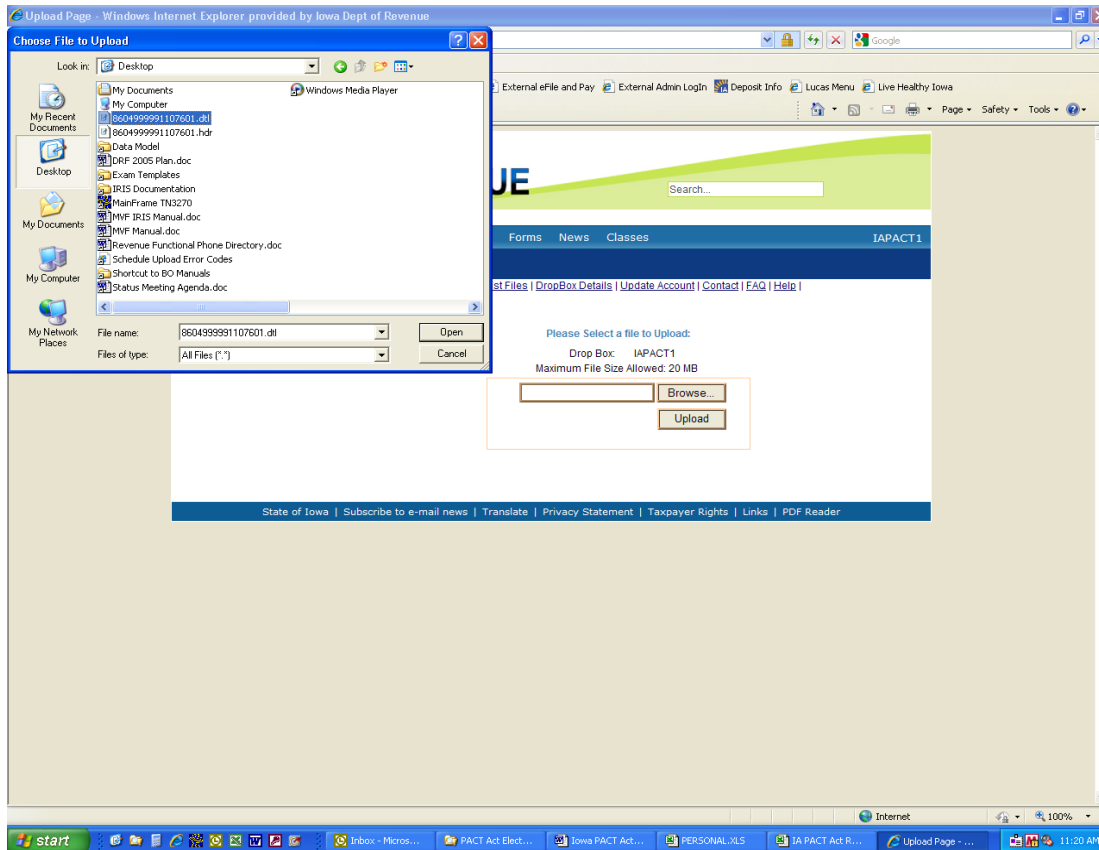
- A message will appear indicating the detail file has been successfully uploaded.

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- Now we need to upload the header file. Click **Browse**.

Department of IOWA REVENUE



- Choose the header file by clicking on the filename (extension will be .hdr) and click *Open*.

Department of IOWA REVENUE



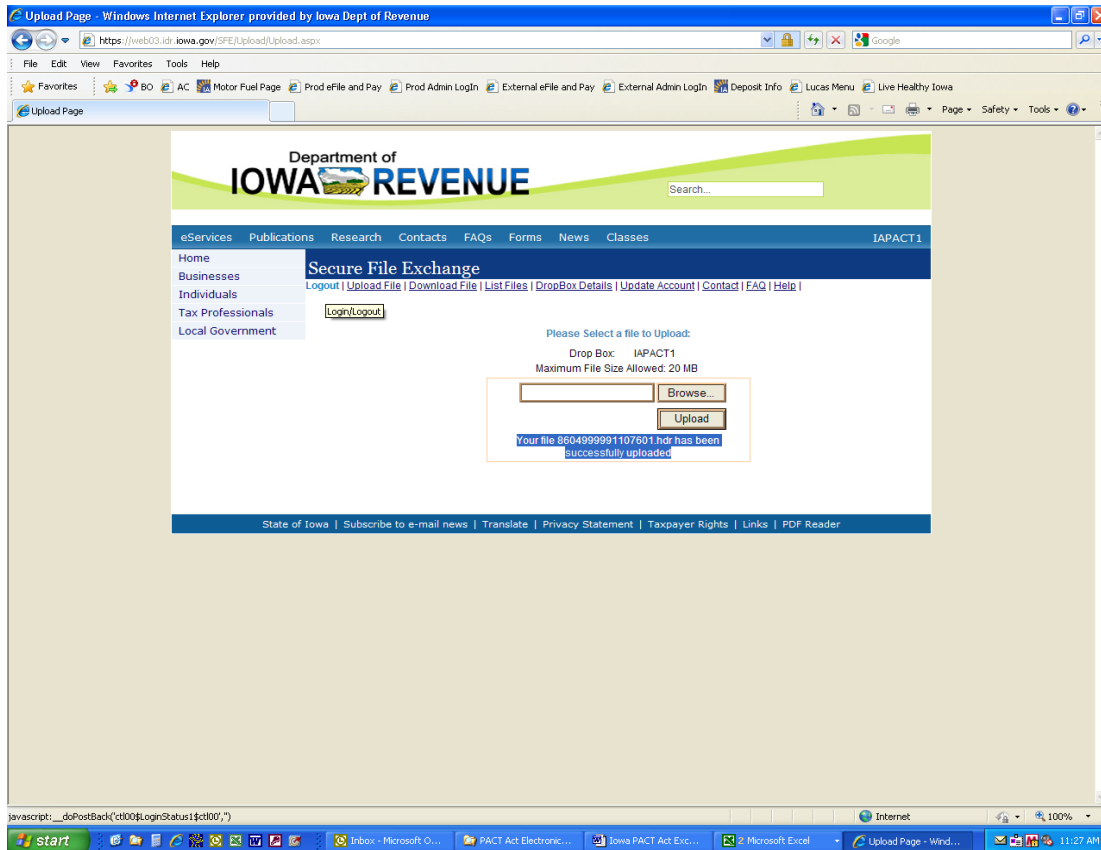
- Click *Upload*.

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- A message will appear indicating the header file has been successfully uploaded.

Department of IOWA REVENUE



- Click *Logout*.

Department of IOWA REVENUE

Windows Internet Explorer provided by Iowa Dept of Revenue

https://web03.idr.iowa.gov/SFE/login.aspx

File Edit View Favorites Tools Help

Search...

Department of
IOWA REVENUE

eServices Publications Research Contacts FAQs Forms News Classes You are not logged in.

Home
Businesses
Individuals
Tax Professionals
Local Government

Secure File Exchange
Login | FAQ | Help

Log In

Login ID:

Password:

ekitzo

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